

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	14-014 (This is being advertised concurrently with Technician Announcement Number: HRO ANG 13-2062)
Date of announcement:	10 December 2013
Closing Date:	3 January 2014 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Supervisor IT Specialist #0710167
Duty Location:	Reno, NV
Unit:	152d Communications Flight
Area of Consideration:	*Current on board AGRs of the Nevada Air National Guard
Grade:	Enlisted E-8/SMSgt -MAX- E-9/CMSgt
AFSC:	3D1XX or 3D0XX Preferred but not required. Must be eligible to become 3D1XX or 3D0XX qualified. Failure to complete 3D1XX or 3D0XX course will result in termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	Lt Col Martel (775) 788-4557 /DSN 788-4557 glen.a.martel.mil@mail.mil
<p>NOTE: *Means: Only current on board AGRs assigned to the Nevada Air National Guard. Due to manning requirements this position is open to current AGRs or Current technicians in the Nevada Air National Guard. Member must have Command endorsement to realign AGR Resource if not assigned to the 152d Communications Flight.</p> <p>This is being advertised concurrently with Technician Announcement Number: HRO ANG 13-2062</p>	

14-014

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial Current security clearance, JPAS printout- must have NACLIC Secret or be eligible to obtain Secret. A memo from Security Manager showing clearance will suffice if JPAS printout is not available.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Provides technical expertise and management oversight, in the installation, administration, optimization, and operation of multiple large and enhanced complex networks and communication systems. Independently oversees installation, configuration, testing, migration, integration, and operation within the network operating environment, ensuring appropriate allocation of resources and minimal service disruptions, and advises customer support specialists, by providing post-implementation support to end-users. Establishes project plans and priorities and coordinates with appropriate personnel to carry out the plans. Provides guidance to subordinates on the development of complex project plan tasks and timeliness. Coordinates installation and sustainment issues with IT and telecommunications specialists, and plans for post-implementation support to end-users. Monitors progress of assigned projects and ensures timelines are met. Oversees the test and implementation of vendor-supplied modifications to existing operating systems and the installation and relocation of equipment with organizations on or supported by the base IT function. Defines broad objectives as to scope and priorities of projects and requirements in the flight and guides subordinates in the achievement of those objectives. Determines time frames and schedules flight personnel assignments to meet objectives. Initiates and leads transition meetings to facilitate customer acceptance of systems and operational aspects of the project. Manages Commissioning and Acceptance requirements for contractor delivered operating systems and services. Ensures quality control process is utilized for new and existing contracts. Ensures a review of technical specifications and requirements is accomplished for procurement requests submitted to the contracting office.

Oversees monitors and evaluates actual progress of work against approved schedules for contract support, identifies potential slippage, and recommends corrective action.

AFSC QUALIFICATION REQUIREMENTS:

3D1XX or 3D0XX Preferred but not required. Must be eligible to become 3D1XX or 3D0XX qualified. Failure to complete 3D1XX or 3D0XX course will result in termination of AGR tour.

ADDITIONAL REQUIREMENTS:

3.1. Knowledge. Knowledge is mandatory of: techniques and procedures of systems analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; and performance measurement, security, and resource management.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3D090, qualification in and possession of AFSC 3D071/72/73/74 is mandatory. Also, experience is mandatory in directing functions such as systems analysis, design, software development, teleprocessing systems operations and maintenance, cyber security, or resource management.

3.5. Other. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSC 3D090/3D000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*, is mandatory.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.